



November 18, 2021

Meeting Minutes

CALL TO ORDER– Chair, Carl Blowers, called the meeting to order at 9:02 AM in the STC Conference room. This meeting was conducted in-person.

ATTENDANCE

Chemung County – Aaron Dowd; Vinnie Azzarelli; Ernie Hartman; Joe Hauryski

Schuyler County – Kristin VanHorn; Carl Blowers; Fonda Chronis; Phil Barnes; Chad Hendrickson, Judy McKinney-Cherry

Steuben County – Heather Reynolds; Jenn Miller; Scott VanEtten; Matt Sousa

STC Staff – Chelsea Robertson; Victoria Ehlen; Brittany McKerlie; Maggie Costello

Guest – Mark Rondinaro

APPROVAL OF THE MINUTES – On a motion duly made (VanEtten/Burlew) and carried, the minutes of the October 21, 2021 meeting were approved.

COMMITTEE REPORTS

BUDGET AND PERSONNEL COMMITTEE

- a) **2022 Budget** – Brittany, STC Accountant, presented the proposed budget approved by the Budget and Personnel Committee. Most notably about the budget is it accounts for finishing up the EDA Cares act work, completing much of the work / grants that were pushed from 2020 into 2022 due to the pandemic and also accounts for a slight increase in staff, due to the expected DEC energy planner that will be placed in the office. Federal funding from ARC was increased slightly and County dues were maintained at current levels. On a motion duly made, (McKinney-Cherry/Azzarelli) and carried the 2022 budget was approved.
- b) **2022 Cost Allocation Plan** – Brittany, STC Accountant, walked through the draft Cost Allocation Plan which lays out how our indirect rate is calculated and how expenses will be accounted for. Updates to NYS retirement and health insurance cost were incorporated for 2022. On a motion duly made, (VanEtten/Dowd) and carried the 2022 Cost Allocation Plan was approved.

AUDIT COMMITTEE

- a) **Abstract of Claims** – The audit committee reviewed abstracts totaling \$11,918.57. On a motion duly made (VanEtten/Dowd) and carried, the abstracts were approved.

REGIONAL PROGRAM ACTIVITIES

- 1) **ARC Legislative Update** – Chelsea reported on her recent trip to TN for the DDAA meeting. At this meeting a legislative update with NADO was offered and Chelsea shared the highlights from that update. Of note is that ARC is preparing to have a very large increase in administrative funding which will almost double their current rate. Not yet approved by congress, but it seems likely that LDD's will see and feel more funding for administration which has not been increased in over 30 years. Further,

the Infrastructure bill was recently passed and parts of that bill significantly increase in project funds for ARC as well as EDA. This poses a particular problem for New York State as the basic agency requirement keeps NY from completing construction projects. Chelsea along with her fellow LDD directors are in talks with Washington on how to finally rectify the issue. As these increases occur, LDDs may look to increase staff and/or contract out more work to fill the needs of the region. Due to the significant and fast-moving changes occurring, Chelsea will continue to offer legislative updates as we get them. Judy McKinney – Cherry asked if this could be written down into a newsletter or informational bulletin, at which Chelsea agreed.

- 2) **Workforce Survey** – Victoria presented the Workforce Survey that she has been trying to get participating on. The workforce survey is part of the workforce study conducted with EDA CARES Act funding. She explained there are two surveys; one for employees and one for employers. She has fully advertised it and is working with the workforce committee to distribute it to individuals particularly in Retail, Manufacturing and “non-desk” jobs. The response rate from those in education and other general office jobs are quite high, so Victoria is now targeting certain sectors to get equal participation. The survey will close in two weeks.

OTHER BUSINESS

- 1) **Next Board Meeting** – January 20, 2022; Happy Holidays Everyone!

ADJOURN - On a motion duly made, (Barnes/Hartman) and carried, the meeting adjourned at 9:56am

Respectively submitted,
Chelsea Robertson,
Executive Director